

**JOB TITLE:** Building Permit Clerk

**DEPARTMENT:** Planning and Community Development

**REPORTS TO:** Building Official

**PRINCIPAL PURPOSE OF JOB:** Performs a variety of clerical duties for the Permit Center and staff, including responding to public inquiries at the counter and on the telephone. Requires considerable knowledge of the division's function, procedures and purpose.

**LEVEL OF AUTHORITY:** Performs regular and recurring clerical duties independently according to applicable City ordinances and following established procedures and practices. Performs more complex assignments or work involving unusual problems only under specific direction and supervision. Responsibility for thoroughness and competency is most important due to potential disruption of division operations and adverse citizen relations.

**WORK ENVIRONMENT:** Work is performed indoors in an office setting.

**ESSENTIAL JOB FUNCTIONS:**

1. Distribute building permit information; check applications to make sure they are complete for plan review.
2. Perform a variety of clerical duties, including typing, filing, posting, word processing, and data entry.
3. Prepare purchase orders and verify authorization.
4. Greet public at division reception counter and on telephone; respond to inquiries in a courteous manner. Provide information within scope of knowledge and authority and refer to higher classification employee as applicable.
5. From dictation, handwritten drafts, or verbal instruction, type or otherwise prepare a variety of documents such as letters, memos, purchase orders, forms and plan reviews. May on occasion generate general correspondence.
6. Prepare monthly agenda for Board of Adjustment meetings; distribute information to Board members and abutting property owners concerning variance and vacation requests.
7. Maintain daily records of permits issued and to be issued, and plans that require corrections. Log in daily inspection requests.

8. Maintain accounting of all permit transactions, including permit fees. Prepare forms for cash transmittal to Finance, and record payments of sewer hookups. Prepare and distribute monthly reports to Mayor, City Council and Planning Director.
9. Transfer plan review information from one plan to another; organize and prepare file for issuance of permit; and notify owner or builder.
10. Use radio to take and relay messages for Building Inspector and Building Official.
11. Maintain division files for documents such as technical research reports, interpretations and ordinance revisions.

**ADDITIONAL JOB FUNCTIONS:**

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

**QUALIFICATIONS:**

**Technical**

1. Must have or quickly acquire considerable knowledge of the Department's functions, procedures, purpose and applicable ordinances.
2. Must have a sound knowledge and ability in business correspondence, and an ability to proofread for grammar, spelling, and punctuation with a high degree of accuracy.
3. Must have some experience with word processing and the ability to learn spreadsheet programs and data entry.
4. Must type at a minimum speed of 45 wpm.
5. Must be able to do general bookkeeping and basic math computations involving cash and checks.
6. Must be bondable.

**Physical Capabilities**

1. Ability to sit at workstation for extended periods and to serve the public at the counter.

2. Ability to monitor several audible communications devices, such as telephone, fax, and radio throughout the day.

### **Other Capabilities**

1. Must be very detail-oriented and accurate, for example, with numbers and street locations.
2. Must be able to read and interpret maps.
3. Must work well with the public, including communicating effectively with diverse and sometimes irate people at the counter and on the telephone.

### **Use of Tools and Equipment**

Ability to use two-way radio, microfiche and standard office equipment such as computer, typewriter, fax, dictation equipment and copy machine.

### **OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free work place agreement and an agreement not to use tobacco products in any form while on the job.
3. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
4. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

**Are you able to perform the essential functions of this job with or without accommodation?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

**If testing is required, will accommodation be necessary?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**